



THE UNIVERSITY OF VERMONT  
**STAFF COUNCIL**

*Serving as a voice and advocate for all staff at UVM since 1971.*

**STAFF EMERGENCY LOAN FUND: LOAN APPLICATION**

**Name:**

**Pronoun:**

**Employee #:**

**Date of Hire:**

**I have successfully completed my probationary period:**      **Yes**      **No**

**Employment Status** (check one):      **Full Time**      **Part Time**      **Pay Schedule** (check one):      **Semi-Monthly**      **Bi-Weekly**

**Department:**

**University Address:**

**University Phone:**

**University Email:**

**Permanent Address:**

**Home Phone:**

**Cell Phone:**

**Amount Requested:**

**Purpose of Loan:**

**Promissory Note:**

- ❖ **I promise to pay the sum of \_\_\_\_\_** on demand to the order of the University of Vermont in repayment of value received. I will repay the amount at the rate of at least 10% of the value I received through automatic payroll deduction.
- ❖ In the event that I should leave the University or should default on this loan, the university will be entitled to deduct the entire balance due from my final payroll settlement or other pay that is due to me. I agree to pay all collection charges, attorney's fee and other costs, charges and interest necessary for the collection of any amount not paid when due.
- ❖ I understand that the University may also report any unpaid amounts to the Credit Bureau and may conduct such credit investigations as are necessary to collect the unpaid debt.

**Salary/Wage Deduction Authorization**

I authorize the University of Vermont to deduct the sum total of \_\_\_\_\_ from my salary/wages at the rate of (at least 10%) \_\_\_\_\_ each pay period, posted to PPD deduction Code 502, beginning on \_\_\_\_\_.

**Signature of Borrower:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved/Denied By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Anonymous Review Process:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit this form to the Staff Council Office in person or as an attachment to an email sent to [Staff.Council@uvm.edu](mailto:Staff.Council@uvm.edu). The Staff Council Office is responsible for the security of information on this loan application. Personal information remains confidential and will not be shared with members of the Staff Council or its Executive Board. In instances when appeals to loan denials are made or an additional loan is requested before the balance of a prior loan is paid in full, only information about the circumstances and previous loan history will be shared. For more information please refer to the <http://www.uvm.edu/~stffcncl/?Page=self.html>